

# Town of Upton

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# Massachusetts

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## BOARD OF SELECTMEN

**Kenneth E. Picard, Chairman**

**James A. Brochu**

**Robert J. Fleming**

## TOWN MANAGER

**Blythe C. Robinson**

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Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: July 20, 2012  
Re: Town Manager's Weekly Report

### Warrants:

- Payroll: \$ 78,982.63
- Expense Warrant: \$ 42,941.84

### For Your Information/Follow Up:

- On Tuesday I joined Board of Health staff on a tour of the E.L. Harvey facilities in Westborough to learn more about their operation and what goes into the work they do to pick up and dispose of the Town's refuse and recycling. It was a very informative visit and we were pleased to discuss with them how well they are serving the Town of Upton. The Board of Health is working on scheduling an event in August at which residents can bring paper that needs to be shredded to a truck and it will be collected and then taken to their facility, shredded and disposed of.
- The installation of the Water Main on West River Street started this week, about a week earlier than we anticipated. We've been busy notifying neighbors and putting out signage to let them know that at times the road will need to be blocked from through traffic to allow equipment to operate. The DPW and Police Department are coordinating this with the hopes of limited inconvenience to residents.
- Attached to my report is a memo from Chief Goodale providing me with his reasoning on why he plans to spend some of the department's new equipment budget to purchase a software program to automate ambulance run data as well as replace the Firehouse software system they have been running up to now. As you'll see, ambulance run information is handled manually now and is labor intensive to then key into a data base required by the State, as well as then copy and mail reports to our billing agency. I believe the efficiencies of the system will pay for itself over time, enhance collections, and give us better data about all department runs and calls than we have now.
- The DPW Director and I have begun discussing very seriously the imposition of an outside watering ban. It has been a very dry summer thus far, and the Glen Avenue Well is having some difficulty recharging at a rate needed to meet the demand. Our first step will be to send out letters and notices to remind people of the odd/even ban currently

in place. We also plan to deploy the electronic message boards, put the information on our website and so on. If that does not result in a reduction in water use and/or we continue to have less rain than needed then a full ban will need to be imposed. We will keep you apprised of our decision. If you have the opportunity to let others know that this is becoming critical and to try to avoid outdoor water use except for hand watering of gardens that would be much appreciated.

- The Leland Field grass has been cut down to a level that can be managed, and we are working through our architect to resolve the remaining issues of another fertilization of the field and some modifications to drainage. We will start mowing the field with our own forces at this point.
- The large sand/plow truck only brought \$4,100 at auction so we've decided not to sell it at this time, and to relist it in the fall when buyers who are thinking about the upcoming winter are more likely to bid. The excess garage lights and a set of old tires brought reasonable prices.

## **July 24<sup>th</sup> – Agenda Background Information**

### **Discussion Items:**

#### **1. Discussion on Railroad Fact Finding Committee's Report**

Enclosed with your packet is a letter from Town Counsel Mark Reich regarding the questions posed by the Fact Finding Committee and the Planning Board. I recommend that with this information you consider whether you want to pursue any further action on the railroad, or consider it closed at this time.

#### **2. Motion to Approve Agreement with National Grid – New Footbridge**

I have been working closely with Bill Taylor of Open Space to prepare an agreement between the Town and National Grid that will allow for a Milford Eagle Scout to replace a footbridge under National Grid's transmission lines. This bridge serves as a well-used path by walkers and hikers traversing to Peppercorn Hill. I recommend that this document be executed so the work can get done this summer. We will also be looking to execute a similar document for access across all of National Grid's land at a future date.

#### **3. Discussion on BOS Appointments**

Included with your packet is a draft if a job description for the Tree Warden that you requested. The job description covers both Tree Warden and Superintendent of Pest Control. We would like your review and possible concurrence on this so that we can then proceed to appoint someone to this position. Secondly, Frank Braney has returned his letter asking to be reappointed to the Community Preservation Committee, for your consideration.

#### **4. Review a Draft of the New Web Page Design**

Included in the packet is our suggested new website home page. Our goal for the page was to have it be simple and pleasing in design, and set up in a way that was easy to read without scrolling up and down. We incorporated the updated seal, tried to use colors that enhance that, and we are working on pictures that will best highlight Upton. We look forward to going over this with you in more detail and getting your feedback. .

#### **5. Motion to Approve VFW "Run to Remember" – October 6th**

Enclosed with your packet is a request from the VFW to hold this race on October 6<sup>th</sup>. This Police Chief is checking on the route and I'll have an update for you on that at the meeting. We will be able to provide on duty police to for safety, but will need to retain one detail officer to supplement, at a cost of \$172. I recommend that this request be approved. It is a wonderful community event for a good cause.

#### **6. Board of Selectmen Action Plan**

Enclosed please find several items related to the action plan. In particular there is an updated list of executive session minutes that needs your attention. In starting our project to purge old files and get ready for the move to a temporary town hall next year, we have come across executive session minutes that were filed in locations other than a central

binder. We are not sure these have ever been formally released, and would ask that you consider doing so. Also enclosed this time is a draft performance plan document to be considered for use at my next evaluation.